

Consolidated Contracts

GSA Schedule 00CORP

Contract GS-00F-0017R

MOBIS – 874-1 Integrated Consulting Services

Environmental Services – 899-1 Environmental Consulting Services

Environmental Services – 899-7 Geographic Information Systems (GIS) Services

Planners Collaborative, Inc.
122 South Street
Boston, MA 0211
617-338-0018
www.thecollaborative.com
GSAContracts@thecollaborative.com

GSA Schedule Overview

Welcome to the Planners Collaborative, Inc. GSA Consolidated Schedule covering the following programs:

Mission Oriented Business Integrated Services (MOBIS)

874-1 Integrated Consulting Services

This category encompasses a range of services offered by Planners Collaborative, Inc., including: strategic planning and management, program and economic studies, policy development, business initiative development, preparedness planning, training, and expert witness services.

Environmental Services

899-1 Environmental Consulting Services

899-7 Geographic Information Systems (GIS) Services

These categories cover planning and coordination of environmental initiatives, including the preparation of environmental assessments and impact statements, economic and risk analysis, mapping, natural resource and conservation planning, and environmental regulatory analysis and development.

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Section 1

About Planners Collaborative, Inc.

Planners Collaborative, Inc. is an award-winning consulting firm with a national reputation for excellence in planning, design, and communications.

We began in 1990 as an outgrowth of Wallace Floyd Associates, a firm founded with Buckminster Fuller to design and build such signature projects as Epcot Center and the United States Pavilion at Expo 67.

Our award-winning planning and design groups work on projects that build strong communities and organizations, shape extraordinary places and designs, and inspire new ways of thinking and action. As planners we build communities and places that are welcoming, dynamic, and environmentally sound. As designers we draw from our deep respect for nature, history, and culture to craft designs that are relevant, stir thought, and tell a story.

Collaboration unites all we do and flows from the knowledge that making connections is the root of creation and change.

Section 2

Contract Overview

<p>Contractor</p> <p>Planners Collaborative, Inc. 122 South Street Boston, MA 02111 617-338-0018 (t) 617-338-4228 (f) GSAContracts@thecollaborative.com www.thecollaborative.com</p>	<p>Contract Period</p> <p>September 1, 2010–August 31, 2015</p> <p>Business Size</p> <p>Small business</p> <p>Certifications</p> <ul style="list-style-type: none"> • Small Disadvantaged Business (SDB) • Disadvantaged Business Enterprise (DBE) (MA) • Minority Business Enterprise (MBE) (MA)
<p>Services Offered by Special Item Number (SIN)</p> <p>C R499 – Mission Oriented Business Integrated Services (MOBIS)</p> <p>874-1 Integrated Consulting Services</p> <p>C F999 – Environmental Services</p> <p>899-1 Environmental Consulting Services</p> <p>899-7 Geographic Information Systems (GIS) Services</p>	<p>GSA Multiple Award Schedule (MAS) contracts, also referred to as GSA Schedule and Federal Supply Schedule contracts, are available for use by all federal agencies. Under the MSA Program, GSA enters into government-wide contracts with commercial firms to provide over 10 million commercial supplies and services.</p> <p>On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through <i>GSA Advantage!</i>, a menu-driven database system available at www.GSAAdvantage.gov.</p> <p>For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov</p>

Section 3

Ordering Process

Follow these easy steps as described by the GSA. For more information visit www.fss.gsa.gov/schedules or Planners Collaborative, Inc.'s website: www.thecollaborative.com.

1. Prepare a request – This includes, at minimum:
 - a. A Statement of Work (SOW) describing the scope of work to be accomplished
 - b. If desired, Planners Collaborative, Inc. offers assistance to you (free of charge) in development of your SOW requirements consistent with your available budget constraints.
 - c. A request for a firm-fixed price or a ceiling price
 - d. Explanation of contractor your selection criteria
2. Transmit the request to Planners Collaborative, Inc. and two other GSA contractors via email or fax
 - a. Include Planners Collaborative, Inc.'s GSA SIN & corresponding contract number
 - b. Send your request to:

Planners Collaborative, Inc.
Attn: Matthew George
122 South Street
Boston, MA 02111
617-338-0018 (t)
617-338-4228 (f)
matthew.george@thecollaborative.com
GSAContracts@thecollaborative.com
3. Response to Request
 - a. Planners Collaborative, Inc. will develop a proposal consisting of two parts: Technical and Price
 - b. Planners Collaborative, Inc. will submit the proposal to you by the predetermined deadline via the method of your choice
4. Best-value Determination
 - a. Conduct a best value review based on your selection criteria
 - b. Consider whether a Blanket Purchase Agreement (BPA) is a useful method of procuring these services. (For more information, visit www.fss.gsa.gov.)
5. Selection
 - a. Select the best value contractor and issue a contract order
 - b. Planners Collaborative, Inc. will undertake the work under your direct supervision and will invoice you directly.
6. Begin Work: Planners Collaborative, Inc. begins work immediately

GSA contract specialists are also available to assist you, but are not required to be involved in your procurement process.

Section 4

Special Item Numbers (SINs) and Rates

Service Contract Act (SCA)

The SCA is applicable to this contract as it applies to the entire Consolidated Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If Planners Collaborative, Inc. adds SCA labor categories / employees to the contract through the modification process, Planners Collaborative, Inc. must establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

C R499 – Mission Oriented Business Integrated Services (MOBIS)

874-1 Integrated Consulting Services

- Management or strategy consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies
- Executive/management coaching services
- Customized business training as needed to successfully perform/complete a consulting engagement
- Policy and regulation development assistance
- Expert witness services in support of litigation, claims, or other formal cases
- Advisory and assistance services in accordance with FAR 37.203
- Financial audits are covered under GSA Schedule 520, Financial and Business Services, are not allowed under this SIN. The term "consulting" as defined herein does not include staff augmentation.

Labor Category	Years of Experience	Hourly Rate Through August 31, 2015
Principal	4	\$173.69
Director	4	\$115.75
Senior Technical Expert 2	4	\$117.52
Senior Technical Expert 1	4	\$114.65
Systems Analyst/Database Consultant	4	\$81.89
Planner/Analyst 1	1	\$78.24

C F999 – Environmental Services

899-1 Environmental Consulting Services

The services include, but are not limited to:

- Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials;

- ISO 14001 Environmental Management System (EMS) and sustainable performance measure development;
- Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA);
- Endangered species, wetland, watershed, and other natural resource management plans;
- Archeological and/or cultural resource management plans; Environmental program and project management;
- Environmental regulation development;
- Economic, technical and/or risk analysis; other environmentally related studies and/or consultations;
- Homeland Security solutions that include Biochemical protection;
- Crime prevention through environmental design surveys (CPTED);
- Economical, technical and/or risk analysis; Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and Vulnerability assessments.
- Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures;
- Permitting;
- Spill prevention/control and countermeasure plans; Pollution prevention surveys; and Community Right to-Know Act reporting.
- Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills;
- Material safety data sheets (MSDS), Biological/medical data sheets; Information hotlines; Poison control hotlines; Environmental regulations and environmental policy/procedure updates;
- Management, furnishing, or inventory of MSDS. Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses;
- Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations;
- Hazardous and/or non-hazardous exposure assessments;
- Waste characterization and source reduction studies;
- Review and recommendation of waste tracking or handling systems;
- Waste management plans and/or surveys; Waste minimization/pollution prevention initiatives; and
- Review of technologies and processes impacting waste management.

Note: Services involving only the consulting portion of environmental remediation efforts are included under this SIN. Any actual remediation efforts are performed under SIN 899-8.

Labor Category	Years of Experience	Hourly Rate Through August 31, 2015
Principal	4	\$173.69
Director	4	\$115.75
Senior Associate/Planning Consultant	4	\$93.66
Planner/Analyst 1	4	\$78.24
Planner/GIS Consultant	4	\$66.90

C F999 – Environmental Services

Special Item Number and Services Provided

899-7 – Geographic Information Systems (GIS) Services

Provides GIS services in support of environmental programs. Services include, but are not limited to:

- Creation/enforcement of environmental legislation;
- Cultural resource GIS (CRGIS);
- Environmental cost assessment;
- Environmental impact analyses;
- Environmental regulatory compliance;
- Groundwater monitoring;
- Growth forecast modeling;
- Habitat conservation plans;
- Habitat modeling;
- Image analysis support for emergency response;
- Mapping, Cartography and Mashups (e.g., combining data from more than one source into a single integrated tool);
- Migration pattern analysis;
- Natural resource planning;
- Remote sensing for environmental studies;
- Terrestrial, marine, and/or atmospheric measuring/management;
- Vegetation mapping; and
- Watershed characterization for mitigation planning.

Note: The services offered under this SIN shall NOT include construction and architect-engineering services as set forth in FAR Part 36, including surveying and mapping services as defined under the Brooks Act of 1972 (Public Law 92-582, 40 U.S. 1102 et seq.).

Labor Category	Years of Experience	Hourly Rate Through August 31, 2015
Senior Associate/Planning Consultant	4	\$93.66
Planner/GIS Consultant	4	\$66.90

Notes

1. Government rates shown herein are net (discount deducted)
2. The labor rates do not include travel and per diem costs associated with the SIN awarded. Travel costs will be reimbursed in accordance with Federal travel regulations.
3. Prices do not include Other Direct Costs (ODCs), which will be billed under the ODC SIN at cost plus 10%.

Section 5

Customer Information

1b.	Pricing model	Prices shown herein are net, with all discounts deducted, and are valid for all areas.
1c.	Labor category descriptions	See descriptions in Section 6
2.	Maximum order	Schedule 541 maximum dollar value of any order will be \$1,000,000, except for requirements exceeding the Maximum Order, which will be processed in accordance with clause I-FSS-125
3.	Minimum order	\$100
4.	Geographic coverage	Domestic: 50 states, Washington, D. C.; Puerto Rico; and U.S. territories
5.	Point of production	Boston, Massachusetts
6.	Discount	Prices shown herein are net
7.	Quantity discounts	N/A
8.	Prompt payment terms	N/A
9a.	Government credit cards	Accepted
10.	Foreign items (list items by country of origin)	N/A
11a.	Time of delivery	As mutually agreed upon
11b.	Expedited delivery	All items are available for expedited delivery; please specify needs at time of ordering.
11c.	Overnight and 2-day delivery	Overnight and 2-day delivery service is available. Please contact Planners Collaborative, Inc. for rates for overnight and 2-day delivery.
11d.	Urgent requirements	Contact Planners Collaborative, Inc.'s GSA Contract Coordinator for faster delivery services
12.	F.O.B. point	Destination
13a.	Ordering address	Planners Collaborative, Inc. Attn: Matthew George 122 South Street Boston, MA 02111 617-338-0018 (t) 617-338-4228 (f) GSAContracts@thecollaborative.com www.thecollaborative.com
13b.	Ordering procedures	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14.	Payment address	Accounting Department Planners Collaborative, Inc. 122 South Street Boston, MA 02111 617-338-0018 (t)

15.	Warranty provision	Standard practice
16.	Export packing charges, if applicable	None
17.	Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)	No additional thresholds
18.	Terms and conditions of rental, maintenance, and repair (if applicable)	N/A
19.	Terms and conditions of installation (if applicable)	N/A
20.	Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)	N/A
20a.	Terms and conditions for any other services (if applicable)	N/A
21.	List of service and distribution points (if applicable)	N/A
22.	List of participating dealers (if applicable)	N/A
23.	Preventive maintenance (if applicable)	N/A
24a.	Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)	Whenever possible, Planners Collaborative, Inc. will use products with environmental attributes – products that are less harmful to the environment. Therefore, we'll use such items as biodegradable, recyclable and post-consumer materials in our designed products. We aim to comply with the EPA's Recovered Materials Advisory Notice (RMAN), recommending recovered and post-consumer material content levels for specific products www.epa.gov/cpg .
24b.	Section 508 compliance The EIT standards can be found at: www.Section508.gov	Planners Collaborative, Inc. designs websites that are Section 508 compliant. We also update a websites to be 508 compliant. Please indicate in your Scope of Work if this service is desired.
25.	Data Universal Number System (DUNS) number	78-009-1781
26.	SAM registration	Planners Collaborative, Inc. is registered with the System of Award Management (SAM)

Section 6

Labor Categories

Due to labor categories spanning multiple SIN service areas, the following categories are listed only once, under their general subject area. The areas covered are:

- Principal
- Director
- Senior Technical Expert 2
- Senior Technical Expert 1
- Systems Analyst/Database Consultant
- Planner/Analyst 1
- Senior Associate/Planning Consultant
- Planner/GIS Consultant

Principal

Final decision maker of the company. Senior management capabilities. Guide the company and client projects by providing both long term and short term planning. Develop and direct integrated technical information services programs. Help support program and project managers who report to them with their job functions. Excellent verbal and written skills that provide leadership and inspire quality.

Qualifications: Master's degree (MA/MS) or equivalent in technical discipline.

Director

Reports to a principal. Direction and management of staff of employees. Responsibilities include planning, management, project development and design, research, conduct surveys/studies, data collection, analysis, forecasting, reporting, regulatory compliance analysis, and program/project evaluation. Responsibility for task conceptualization, assignment, planning, team coordination, quality assurance, job tracking and cost control.

Qualifications: BA/BS degree in scientific discipline.

Senior Technical Expert 2

Reports to a Director or to a Program or Operations Manager. Responsibilities include research, conduct surveys, data collection, analysis, and reporting. Provides analytical and planning leadership on comprehensive regional projects involving policy development, development of plan alternatives, project evaluation, and the assessment of the institutional context for plan implementation.

Qualifications: MA/MS degree in Planning or related field

Senior Technical Expert 1

Reports to a Director or to a Program or Operations Manager. Responsibilities include management, research, conduct surveys, data collection, analysis, and reporting. Strong knowledge of project planning and management, budgeting, proposal development and writing, public speaking, workshop facilitation, and systems evaluation.

Qualifications: MA/MS degree in Planning or related field

Systems Analyst/Database Consultant

Specialist with experience in database and information systems analysis involving system management and operations, travel corridor routing, project management, market research, competitive pricing, forecasting, finance, and strategic business planning. Responsibilities include research, conduct survey, data collection, analysis and assisting with reports. Also helps support internal database system projects.

Qualifications: Master's Degree in scientific discipline.

Planner/Analyst 1

Experience in project management, public involvement, consensus building, marketing, and quantitative and qualitative research. Responsibilities include research, conduct survey, data collection, analysis and assisting with reports. Also help in marketing proposals.

Qualifications: Master's Degree in Planning or related field.

Senior Associate/Planning Consultant

Direction and management of staff of employees. Develops and directs integrated environmental services programs including resource planning, conceptual engineering, design, field monitoring and sampling, training, operations, and maintenance evaluation.

Qualifications: Doctorate Degree in scientific discipline.

Planner/GIS Consultant

Experience in applying knowledge of Geographic Information Systems spatial modeling techniques to support research, surveys, data collection, analysis, and reporting, especially in the areas of environmental planning, landscape design and resource management.

Qualifications: Master's Degree in Planning or related field.